IRS Action Officer Training

Programs & Resources Department

This is:

IRS 101

Note:

If you are viewing this presentation on a PC rather than in a classroom setting, please select the **View Speaker Notes** option from the PowerPoint menu. This will allow you to view additional information provided about each slide in this presentation.

If the options menu is not visible, simply “right click” on the screen with your mouse to view the options menu.

Introduction to the **USMC Inquiry Response Sys**

IRS Action Officer Training

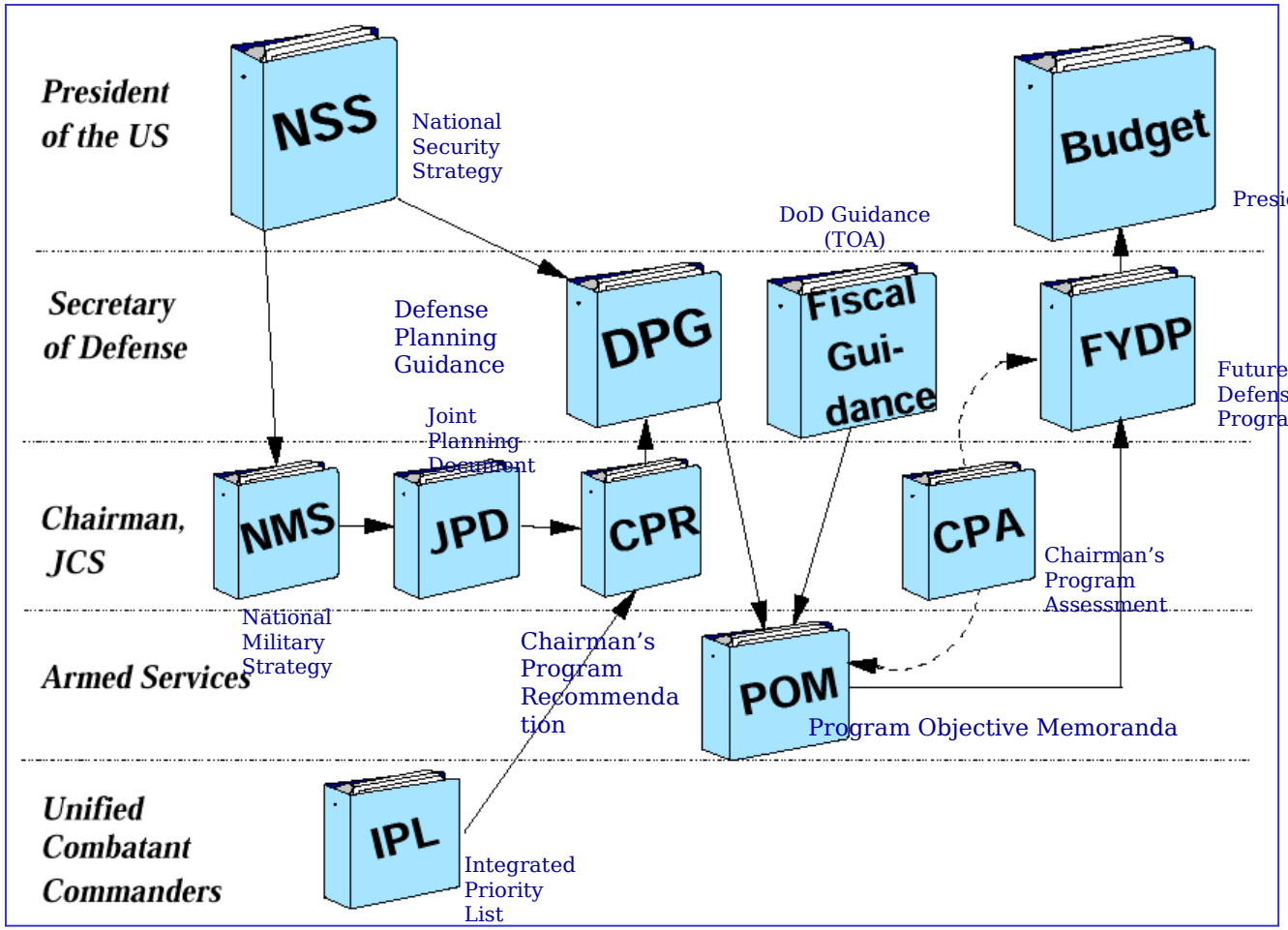
What is IRS?

- The USMC Inquiry Response System (IRS) is an automated workflow document management system used by the the Office of Legislative Affairs (OLA) and the Programs and Resources Department (P&R) to staff and respond to various inquiries submitted to CMC by the Department of the Navy, Department of Defense, and Congress.

- Using IRS, we can provide answers to these inquires:
  - Quickly, because the entire process is automated.
  - Accurately, because everyone's involved in the process.

Where does IRS fit into the pro

Formulation of the President's Budget



IRS Action Officer Training

Where does IRS fit into the pro

Enactment Process

DON Review

DOD Review

Congressional Review

Federal Appropriations

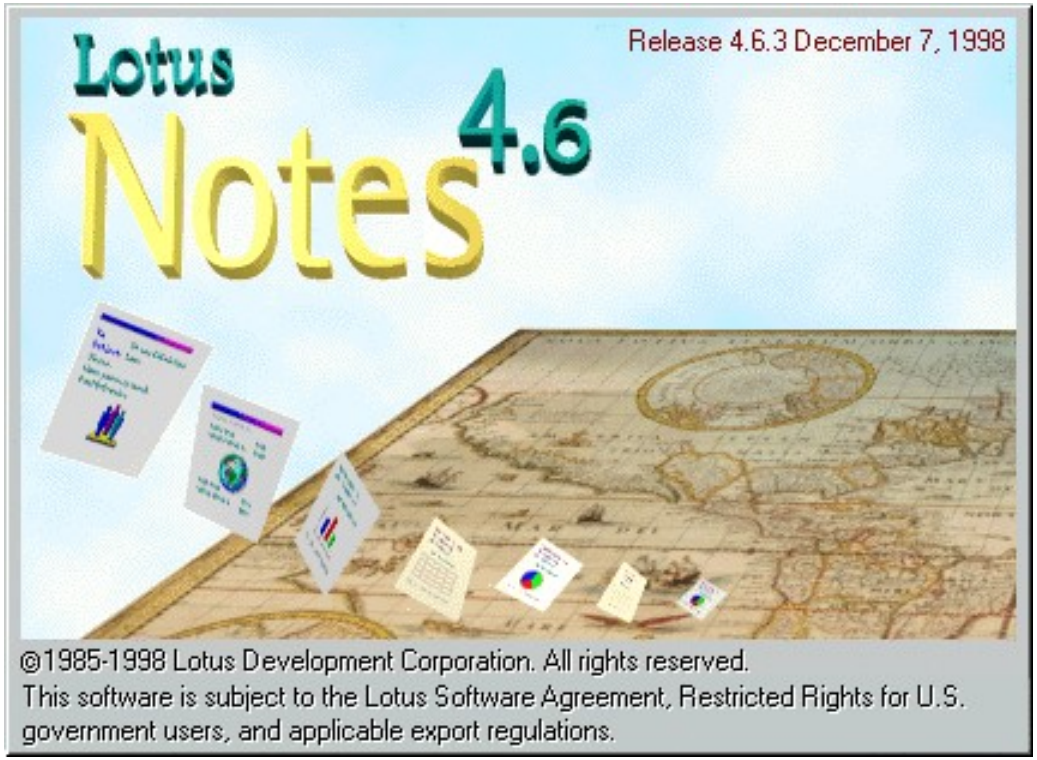
Inquiries

Responses

IRS Action Officer Training

Why use IRS? More time for…

What do I need to use IRS?


Lotus
Notes 4.6
Release 4.6.3 December 7, 1998
©1985-1998 Lotus Development Corporation. All rights reserved.
This software is subject to the Lotus Software Agreement, Restricted Rights for U.S. government users, and applicable export regulations.

Microsoft Outlook

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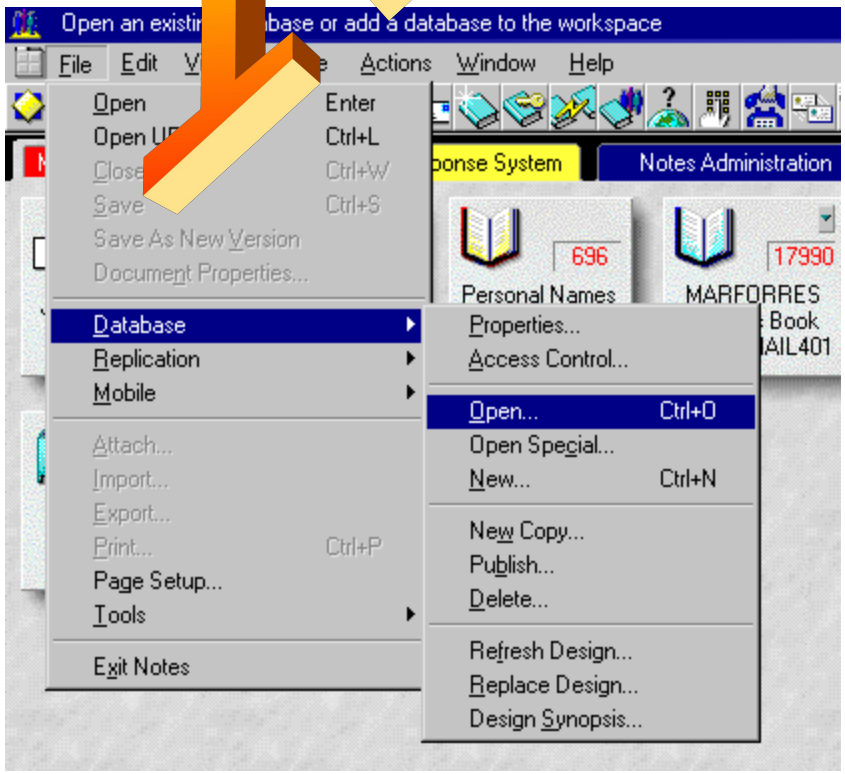
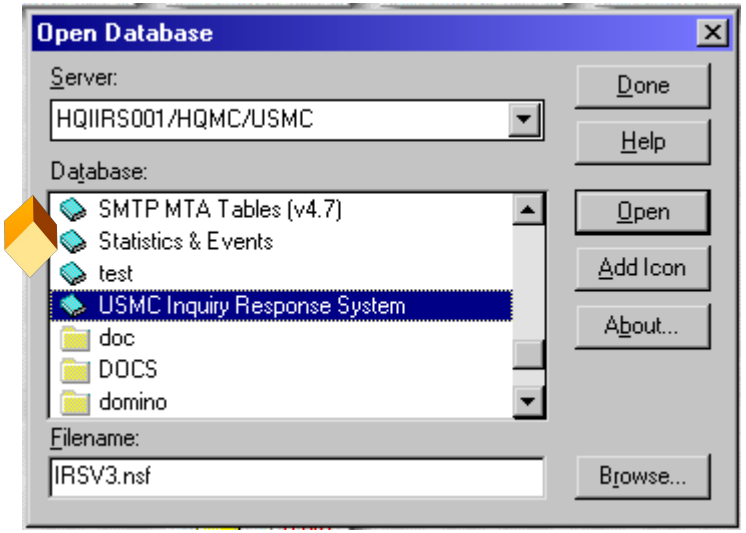
How do I load IRS to my PC

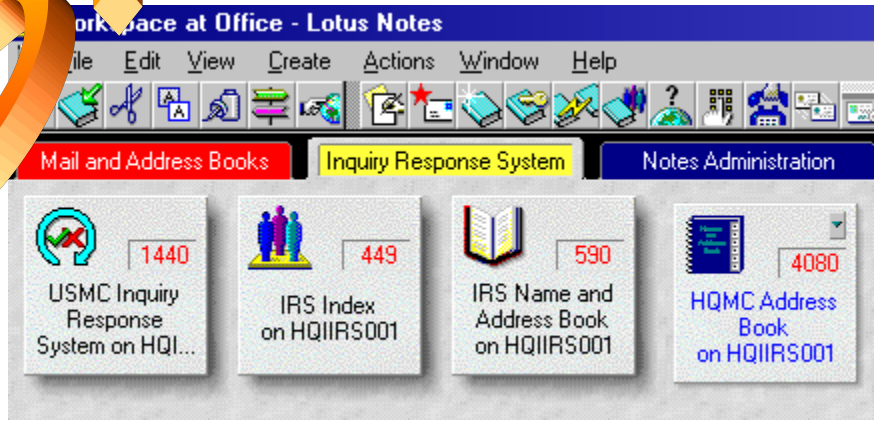
Step 1



Step 2



Step 3



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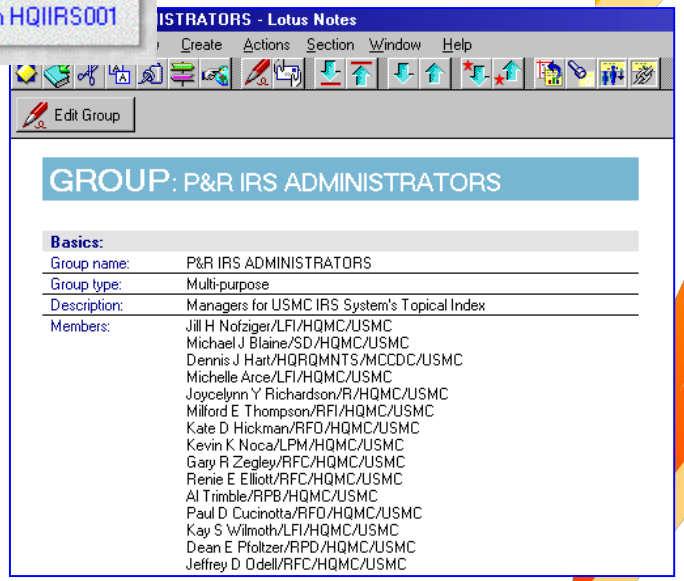
I can’t get access, what the

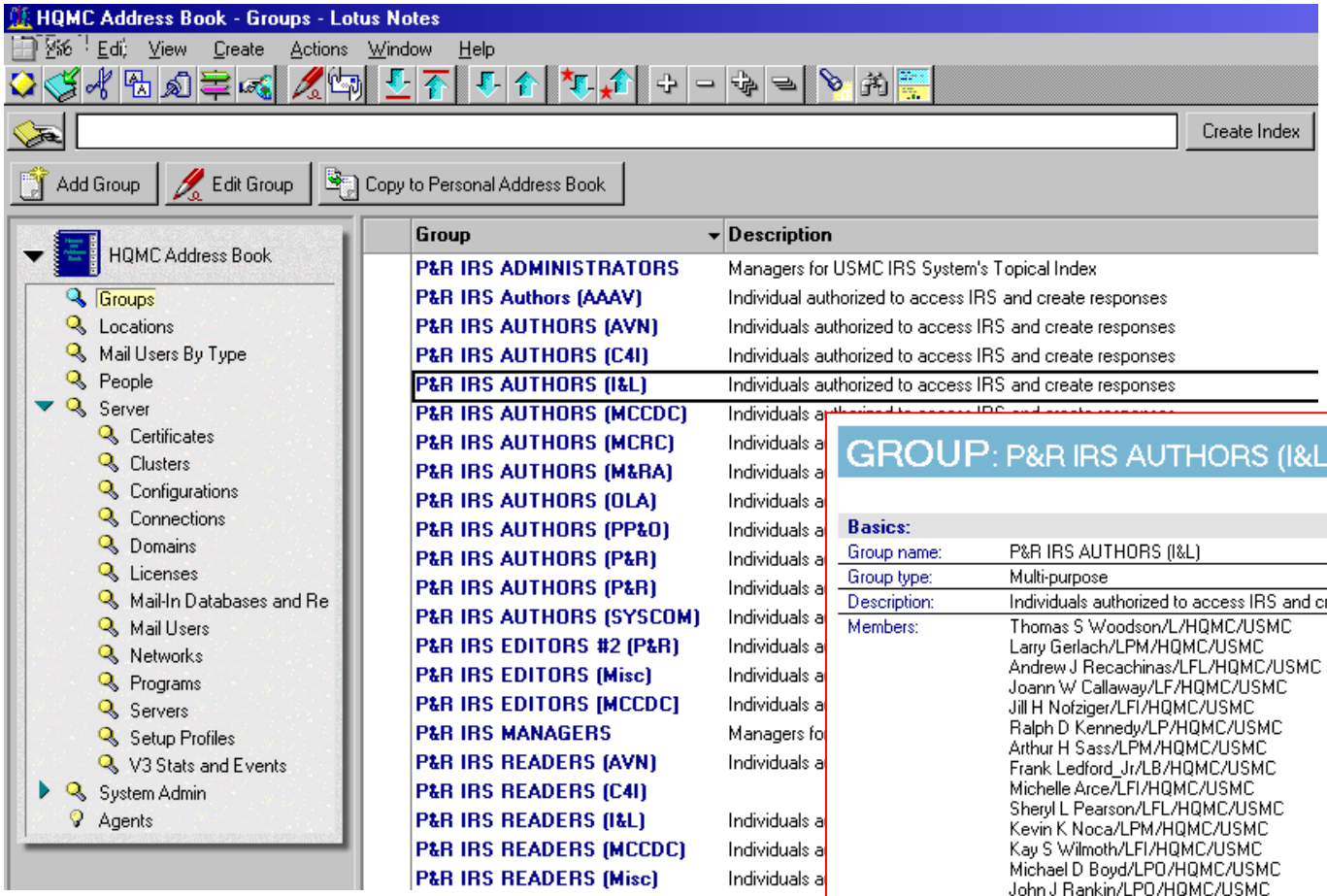
Option

Option



Capt Jeff O’Dell
Office #4C-543
Ph. 614-2206 ext. 5667

How is access to IRS control

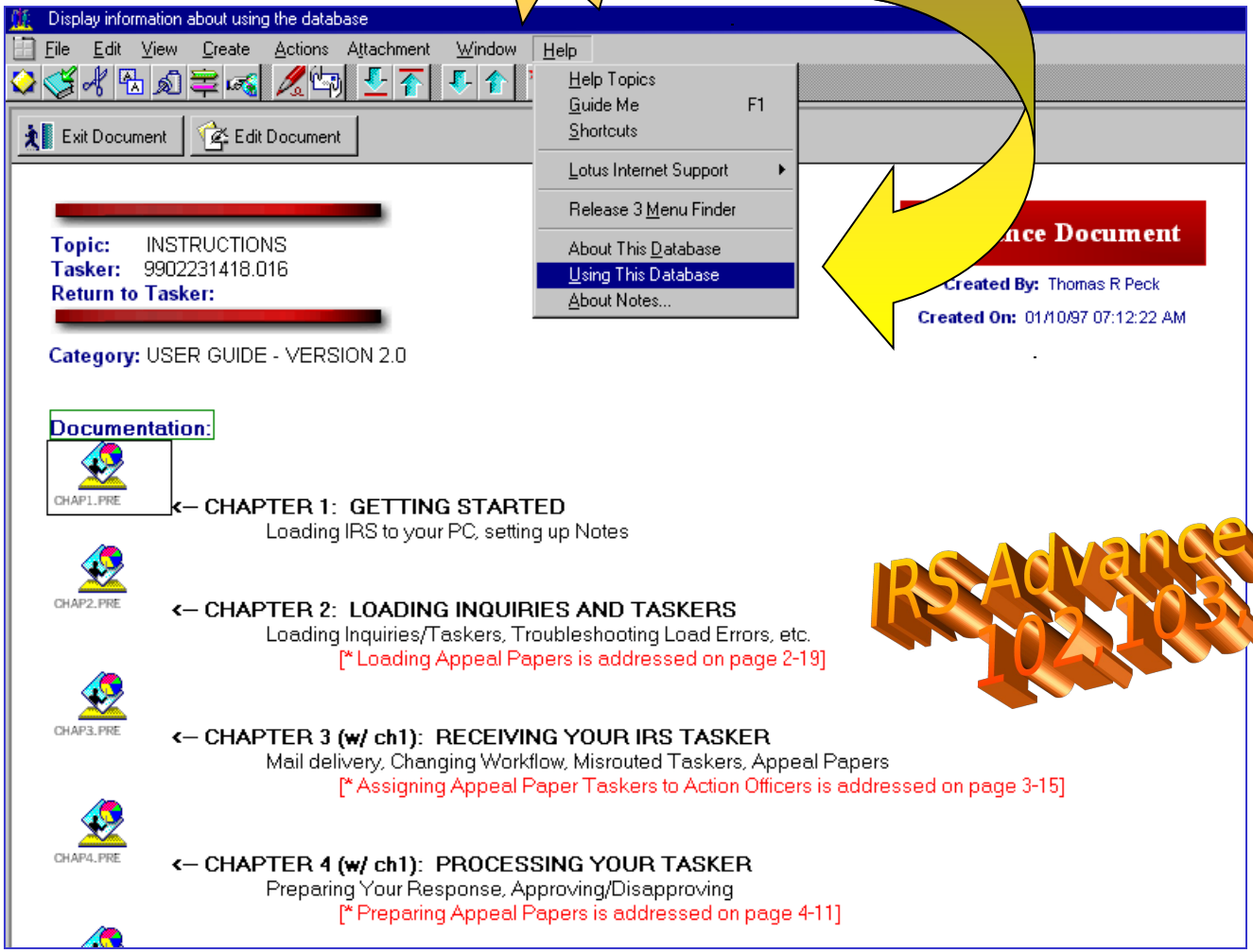


IRS Main Menu

IRS Action Officer Training

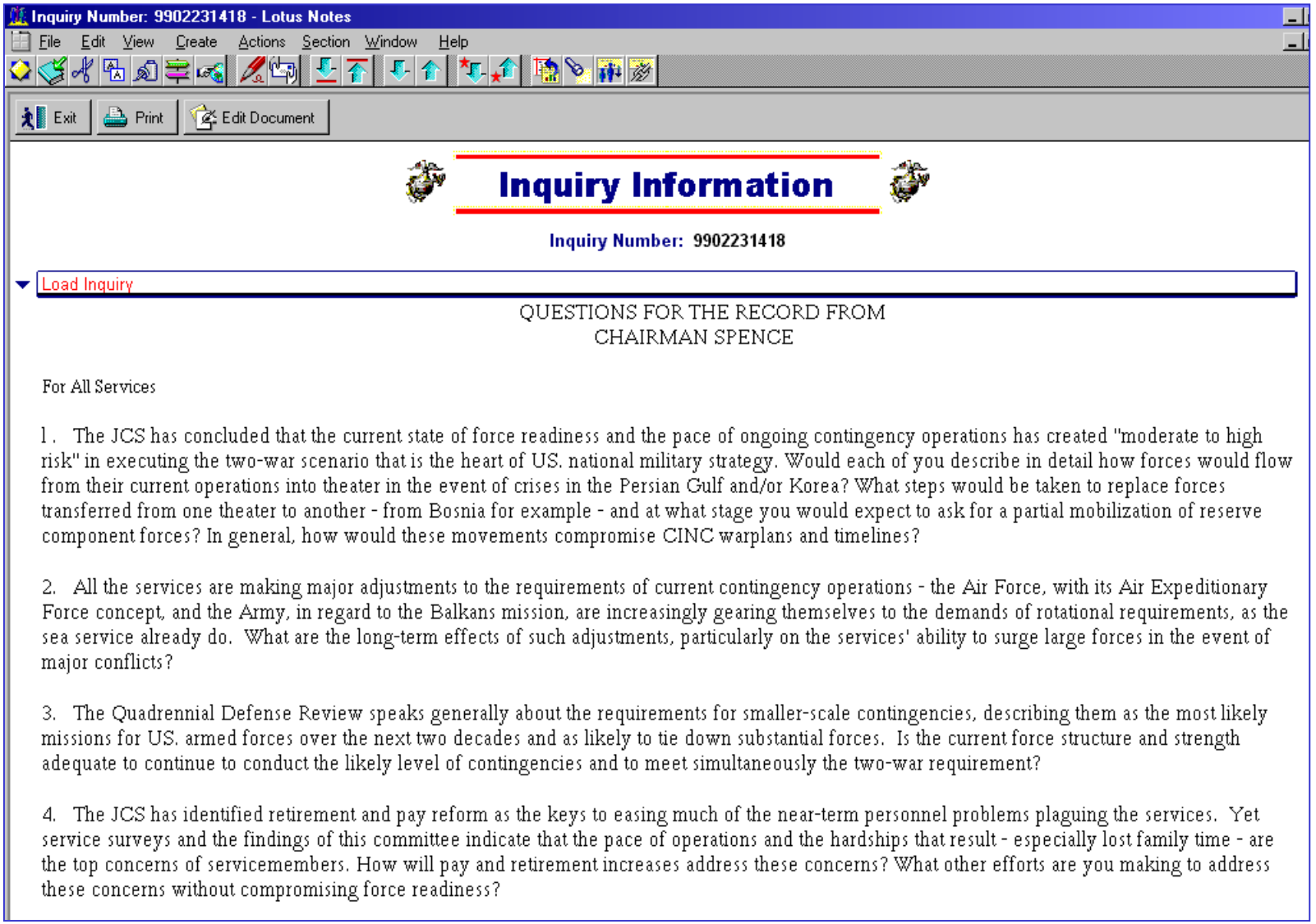
How do I use the syste

HELP!

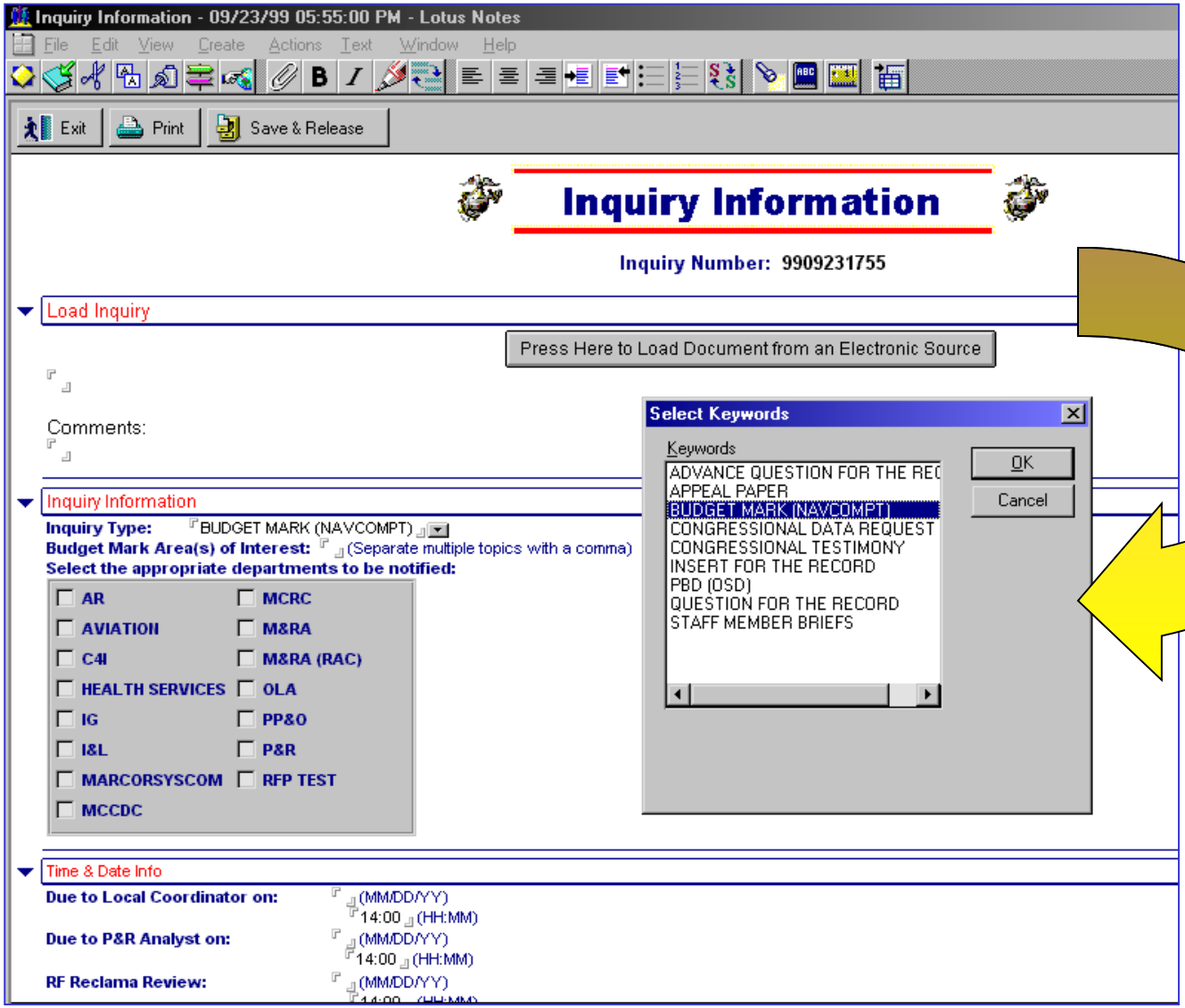

Display information about using the database
File Edit View Create Actions Attachment Window Help
Help Topics
Guide Me F1
Shortcuts
Lotus Internet Support
Release 3 Menu Finder
About This Database
Using This Database
About Notes...
Exit Document
Edit Document
Topic: INSTRUCTIONS
Tasker: 9902231418.016
Return to Tasker:
Category: USER GUIDE - VERSION 2.0
Created By: Thomas R Peck
Created On: 01/10/97 07:12:22 AM
Documentation:
CHAP1.PRE
<– CHAPTER 1: GETTING STARTED
Loading IRS to your PC, setting up Notes
CHAP2.PRE
<– CHAPTER 2: LOADING INQUIRIES AND TASKERS
Loading Inquiries/Taskers, Troubleshooting Load Errors, etc.
[* Loading Appeal Papers is addressed on page 2-19]
CHAP3.PRE
<– CHAPTER 3 (w/ ch1): RECEIVING YOUR IRS TASKER
Mail delivery, Changing Workflow, Misrouted Taskers, Appeal Papers
[* Assigning Appeal Paper Taskers to Action Officers is addressed on page 3-15]
CHAP4.PRE
<– CHAPTER 4 (w/ ch1): PROCESSING YOUR TASKER
Preparing Your Response, Approving/Disapproving
[* Preparing Appeal Papers is addressed on page 4-11]

IRS Advanced Topics 102, 103, etc.

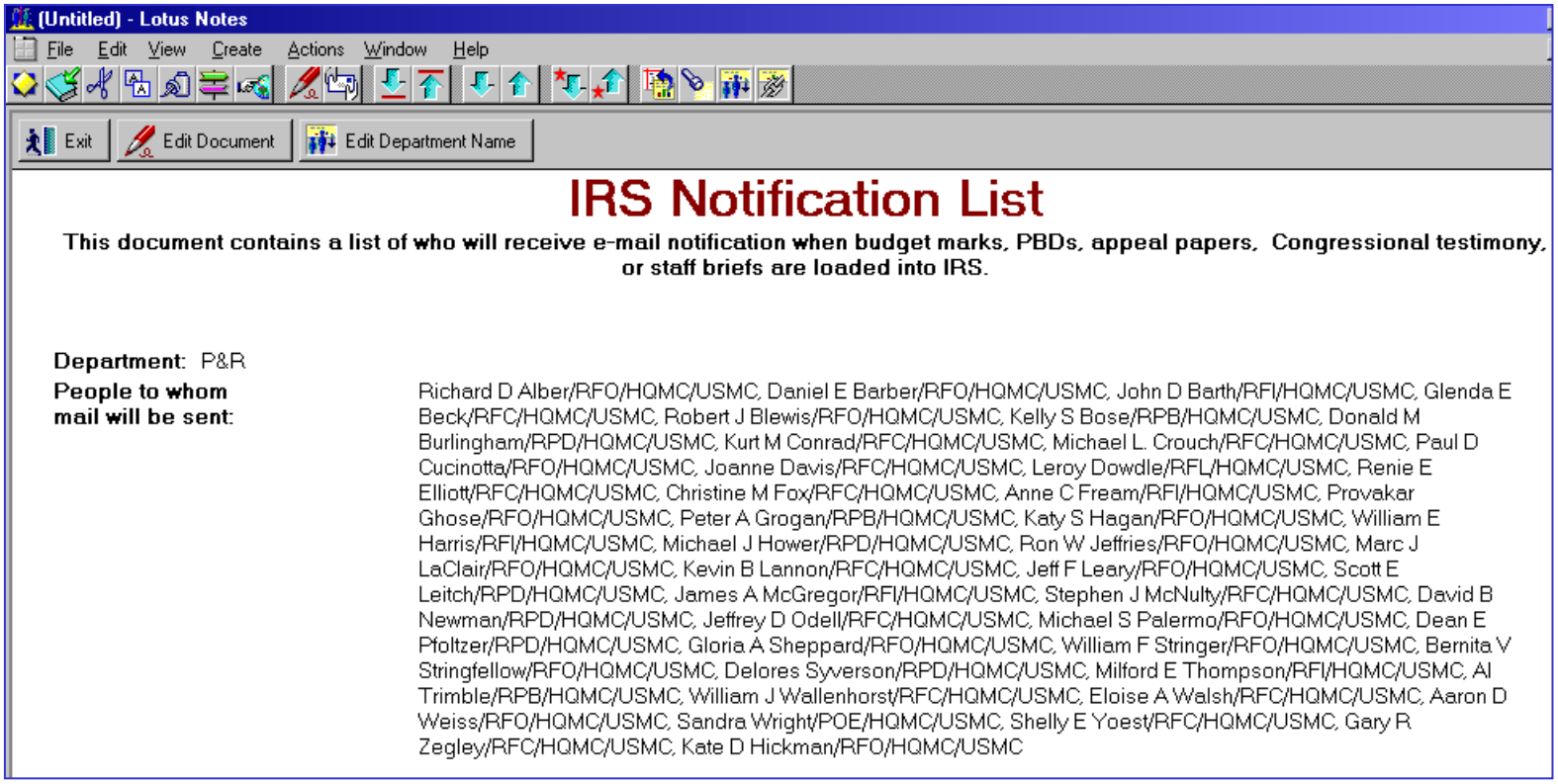
What's an IRS inquir


Inquiry Number: 9902231418 - Lotus Notes
File Edit View Create Actions Section Window Help
Exit
Print
Edit Document
Inquiry Information
Inquiry Number: 9902231418
Load Inquiry
QUESTIONS FOR THE RECORD FROM
CHAIRMAN SPENCE
For All Services
1. The JCS has concluded that the current state of force readiness and the pace of ongoing contingency operations has created "moderate to high risk" in executing the two-war scenario that is the heart of US. national military strategy. Would each of you describe in detail how forces would flow from their current operations into theater in the event of crises in the Persian Gulf and/or Korea? What steps would be taken to replace forces transferred from one theater to another - from Bosnia for example - and at what stage you would expect to ask for a partial mobilization of reserve component forces? In general, how would these movements compromise CINC warplans and timelines?
2. All the services are making major adjustments to the requirements of current contingency operations - the Air Force, with its Air Expeditionary Force concept, and the Army, in regard to the Balkans mission, are increasingly gearing themselves to the demands of rotational requirements, as the sea service already do. What are the long-term effects of such adjustments, particularly on the services' ability to surge large forces in the event of major conflicts?
3. The Quadrennial Defense Review speaks generally about the requirements for smaller-scale contingencies, describing them as the most likely missions for US. armed forces over the next two decades and as likely to tie down substantial forces. Is the current force structure and strength adequate to continue to conduct the likely level of contingencies and to meet simultaneously the two-war requirement?
4. The JCS has identified retirement and pay reform as the keys to easing much of the near-term personnel problems plaguing the services. Yet service surveys and the findings of this committee indicate that the pace of operations and the hardships that result - especially lost family time - are the top concerns of servicemembers. How will pay and retirement increases address these concerns? What other efforts are you making to address these concerns without compromising force readiness?

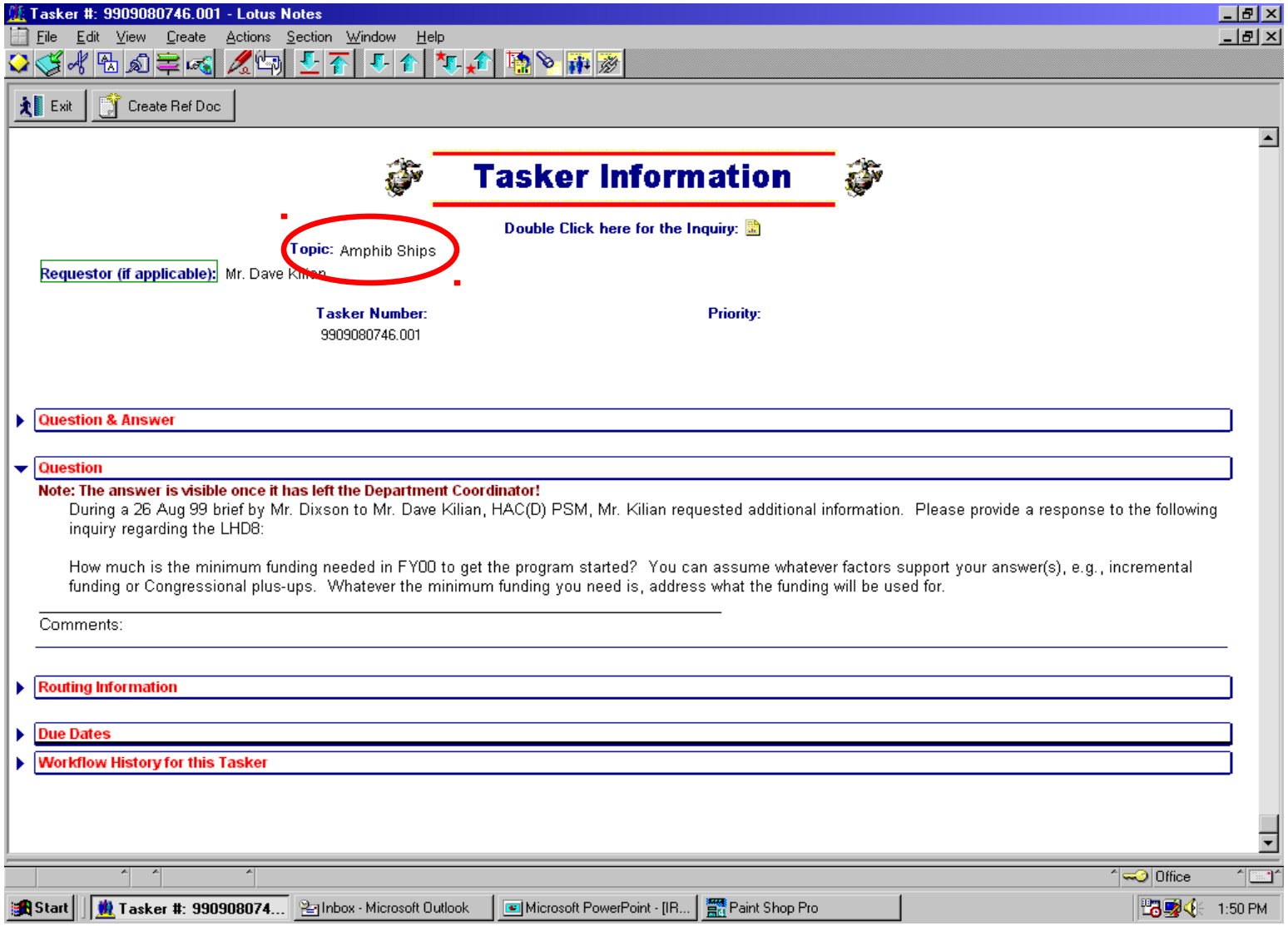
What are the types of IRS Inqu



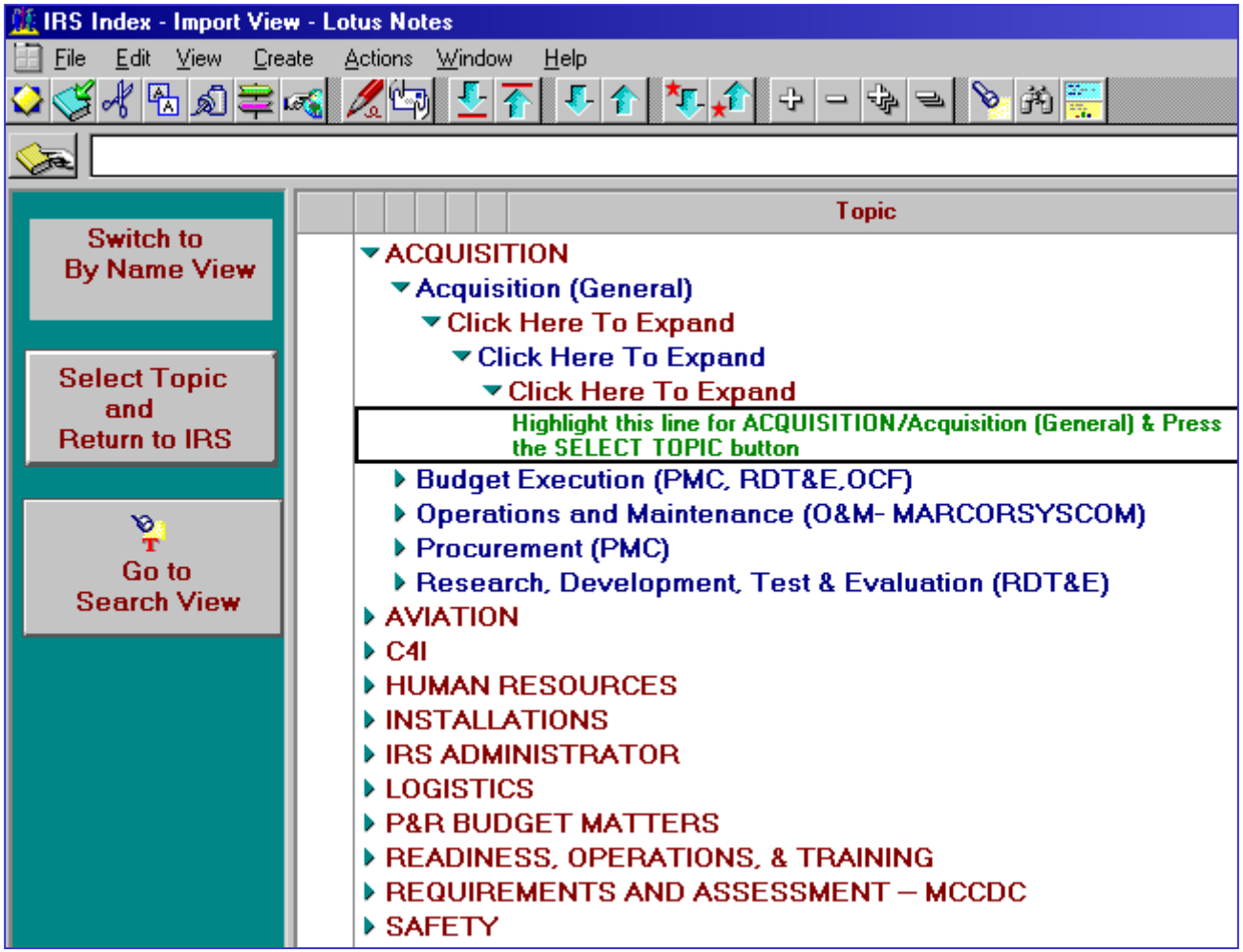
Who gets notified when an inquiry is


(Untitled) - Lotus Notes
File Edit View Create Actions Window Help
Exit
Edit Document
Edit Department Name
IRS Notification List
This document contains a list of who will receive e-mail notification when budget marks, PBDs, appeal papers, Congressional testimony, or staff briefs are loaded into IRS.
Department: P&R
People to whom mail will be sent:
Richard D Alber/RFO/HQMC/USMC, Daniel E Barber/RFO/HQMC/USMC, John D Barth/RFI/HQMC/USMC, Glenda E Beck/RFC/HQMC/USMC, Robert J Blewis/RFO/HQMC/USMC, Kelly S Bose/RPB/HQMC/USMC, Donald M Burlingham/RPD/HQMC/USMC, Kurt M Conrad/RFC/HQMC/USMC, Michael L. Crouch/RFC/HQMC/USMC, Paul D Cucinotta/RFO/HQMC/USMC, Joanne Davis/RFC/HQMC/USMC, Leroy Dowdle/RFL/HQMC/USMC, Renie E Elliott/RFC/HQMC/USMC, Christine M Fox/RFC/HQMC/USMC, Anne C Fream/RFI/HQMC/USMC, Provakar Ghose/RFO/HQMC/USMC, Peter A Grogan/RPB/HQMC/USMC, Katy S Hagan/RFO/HQMC/USMC, William E Harris/RFI/HQMC/USMC, Michael J Hower/RPD/HQMC/USMC, Ron W Jeffries/RFO/HQMC/USMC, Marc J LaClair/RFO/HQMC/USMC, Kevin B Lannon/RFC/HQMC/USMC, Jeff F Leary/RFO/HQMC/USMC, Scott E Leitch/RPD/HQMC/USMC, James A McGregor/RFI/HQMC/USMC, Stephen J McNulty/RFC/HQMC/USMC, David B Newman/RPD/HQMC/USMC, Jeffrey D Odell/RFC/HQMC/USMC, Michael S Palermo/RFO/HQMC/USMC, Dean E Pfoltzer/RPD/HQMC/USMC, Gloria A Sheppard/RFO/HQMC/USMC, William F Stringer/RFO/HQMC/USMC, Bernita V Stringfellow/RFO/HQMC/USMC, Delores Syverson/RPD/HQMC/USMC, Milford E Thompson/RFI/HQMC/USMC, Al Trimble/RPB/HQMC/USMC, William J Wallenhorst/RFC/HQMC/USMC, Eloise A Walsh/RFC/HQMC/USMC, Aaron D Weiss/RFO/HQMC/USMC, Sandra Wright/POE/HQMC/USMC, Shelly E Yoest/RFC/HQMC/USMC, Gary R Zegley/RFC/HQMC/USMC, Kate D Hickman/RFO/HQMC/USMC

What is an IRS Tasker?

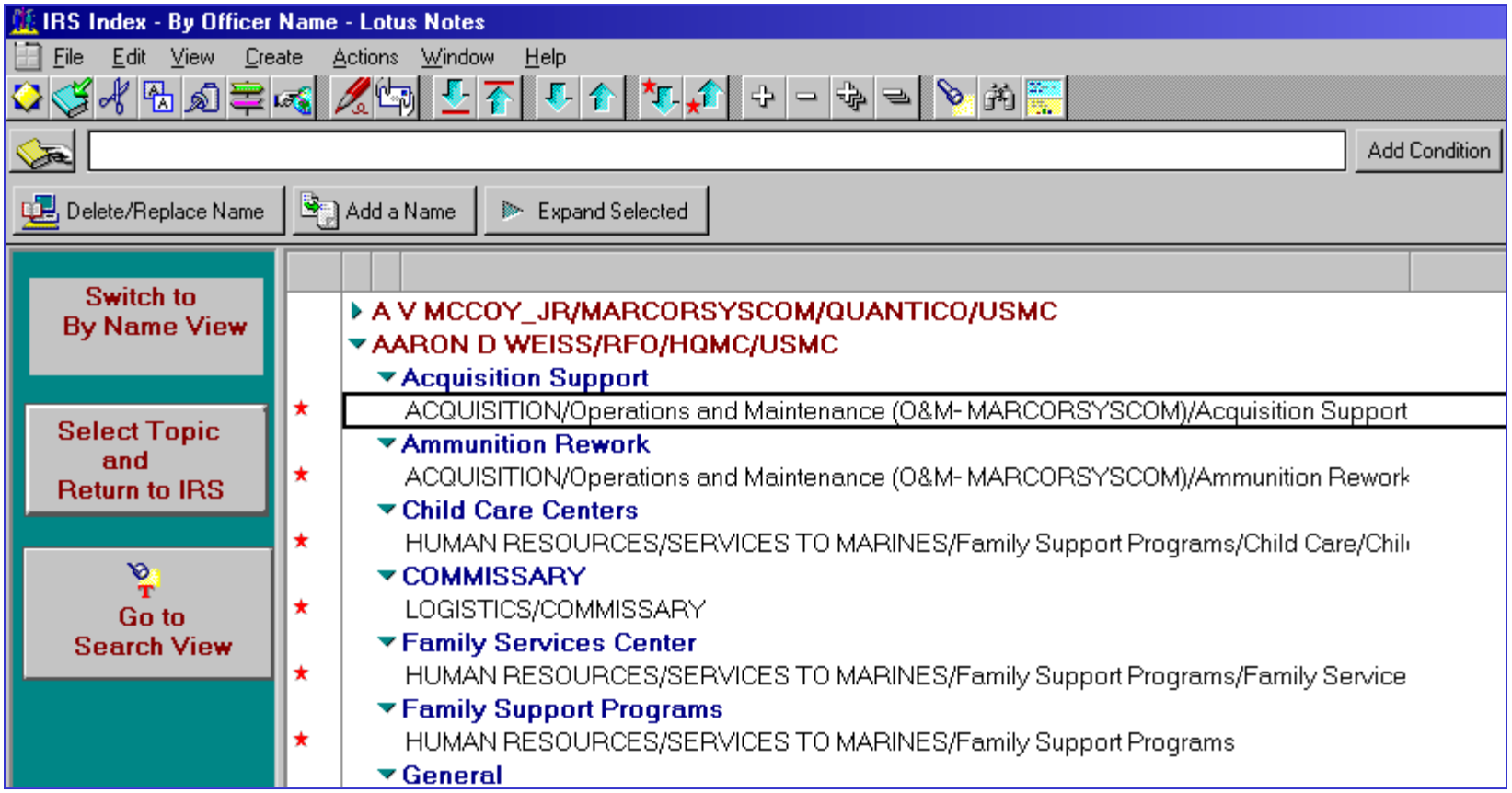

Tasker #: 9909080746.001 - Lotus Notes
File Edit View Create Actions Section Window Help
Exit
Create Ref Doc
Tasker Information
Double Click here for the Inquiry:
Topic: Amphib Ships
Requestor (if applicable): Mr. Dave Kilian
Tasker Number:
9909080746.001
Priority:
Question & Answer
Question
Note: The answer is visible once it has left the Department Coordinator!
During a 26 Aug 99 brief by Mr. Dixson to Mr. Dave Kilian, HAC(D) PSM, Mr. Kilian requested additional information. Please provide a response to the following inquiry regarding the LHD8:
How much is the minimum funding needed in FY00 to get the program started? You can assume whatever factors support your answer(s), e.g., incremental funding or Congressional plus-ups. Whatever the minimum funding you need is, address what the funding will be used for.
Comments:
Routing Information
Due Dates
Workflow History for this Tasker
Office
Start
Tasker #: 990908074...
Inbox - Microsoft Outlook
Microsoft PowerPoint - [IR...
Paint Shop Pro
1:50 PM

What are IRS Topics?

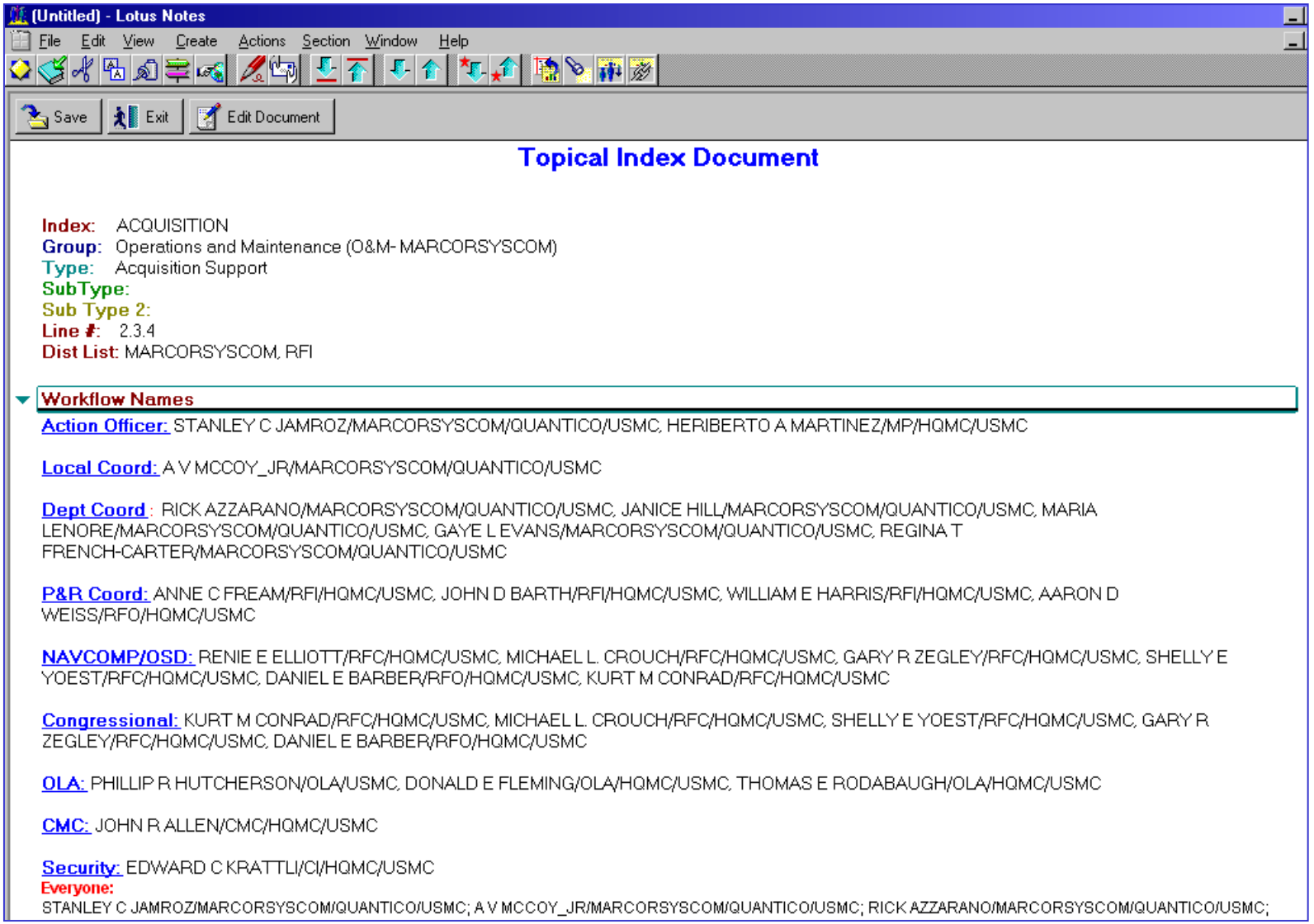


IRS Action Officer Training

How do I know what Topics I'm responsi

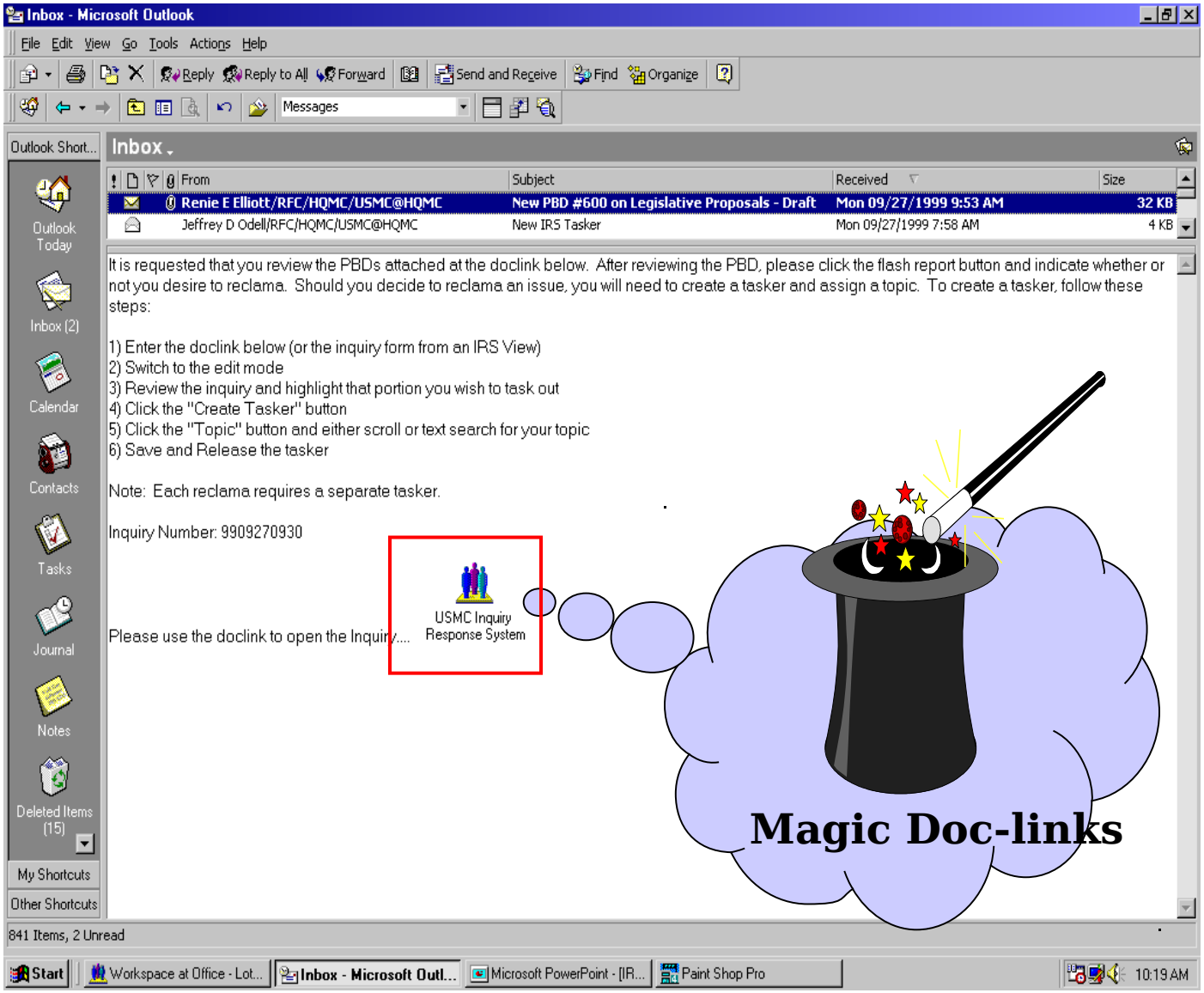


Who's in the tasker routing c

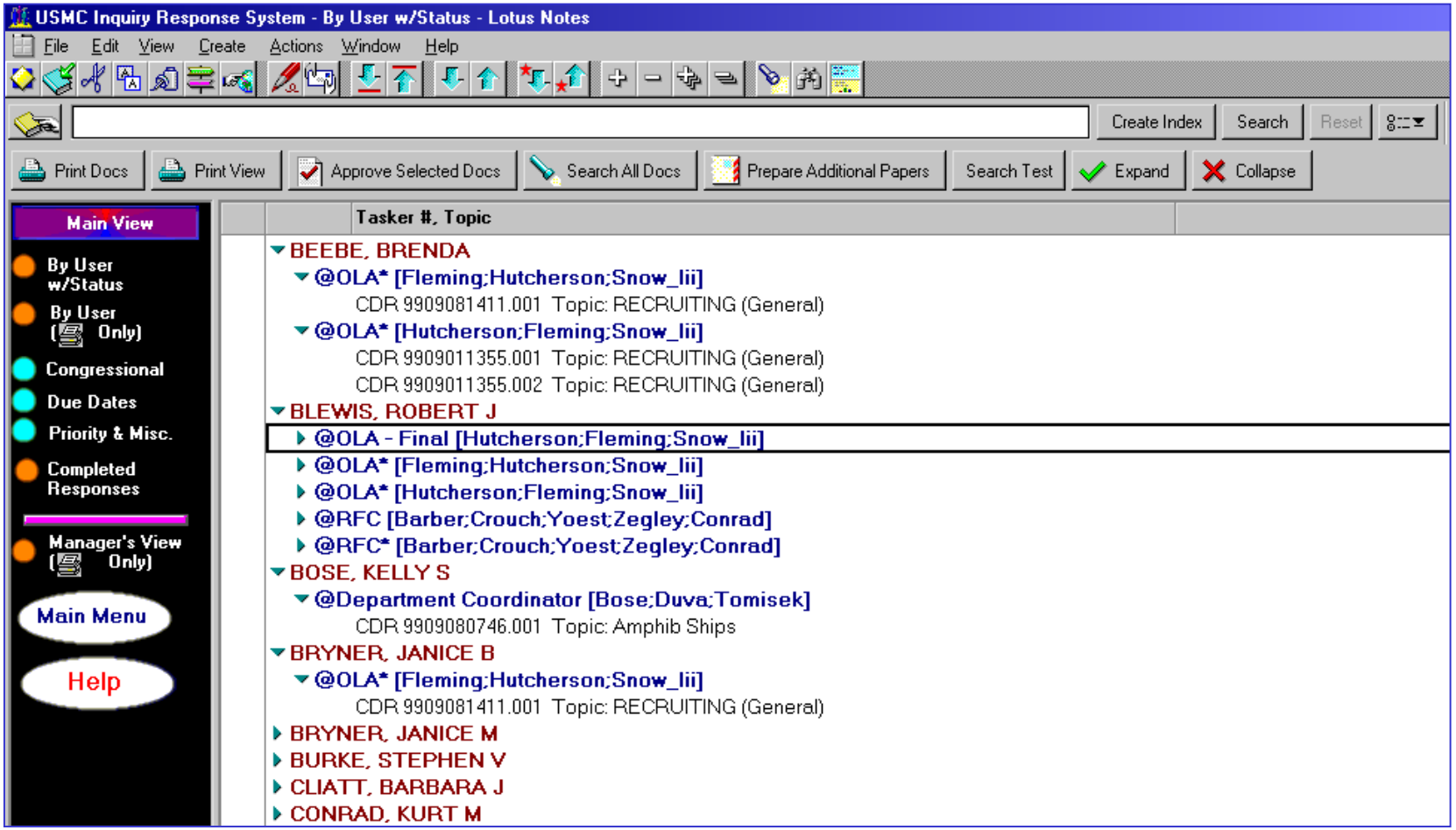

(Untitled) - Lotus Notes
File Edit View Create Actions Section Window Help
Save
Exit
Edit Document
Topical Index Document
Index: ACQUISITION
Group: Operations and Maintenance (O&M- MARCORSYSCOM)
Type: Acquisition Support
SubType:
Sub Type 2:
Line #: 2.3.4
Dist List: MARCORSYSCOM, RFI
Workflow Names
Action Officer: STANLEY C JAMROZ/MARCORSYSCOM/QUANTICO/USMC, HERIBERTO A MARTINEZ/MP/HQMC/USMC
Local Coord: A V MCCOY_JR/MARCORSYSCOM/QUANTICO/USMC
Dept Coord: RICK AZZARANO/MARCORSYSCOM/QUANTICO/USMC, JANICE HILL/MARCORSYSCOM/QUANTICO/USMC, MARIA LENORE/MARCORSYSCOM/QUANTICO/USMC, GAYE L EVANS/MARCORSYSCOM/QUANTICO/USMC, REGINA T FRENCH-CARTER/MARCORSYSCOM/QUANTICO/USMC
P&R Coord: ANNE C FREAM/RFI/HQMC/USMC, JOHN D BARTH/RFI/HQMC/USMC, WILLIAM E HARRIS/RFI/HQMC/USMC, AARON D WEISS/RFO/HQMC/USMC
NAVCOMP/OSD: RENIE E ELLIOTT/RFC/HQMC/USMC, MICHAEL L. CROUCH/RFC/HQMC/USMC, GARY R ZEGLEY/RFC/HQMC/USMC, SHELLY E YOEST/RFC/HQMC/USMC, DANIEL E BARBER/RFO/HQMC/USMC, KURT M CONRAD/RFC/HQMC/USMC
Congressional: KURT M CONRAD/RFC/HQMC/USMC, MICHAEL L. CROUCH/RFC/HQMC/USMC, SHELLY E YOEST/RFC/HQMC/USMC, GARY R ZEGLEY/RFC/HQMC/USMC, DANIEL E BARBER/RFO/HQMC/USMC
OLA: PHILLIP R HUTCHERSON/OLA/USMC, DONALD E FLEMING/OLA/HQMC/USMC, THOMAS E RODABAUGH/OLA/HQMC/USMC
CMC: JOHN R ALLEN/CMC/HQMC/USMC
Security: EDWARD C KRATTLI/CI/HQMC/USMC
Everyone:
STANLEY C JAMROZ/MARCORSYSCOM/QUANTICO/USMC; A V MCCOY_JR/MARCORSYSCOM/QUANTICO/USMC; RICK AZZARANO/MARCORSYSCOM/QUANTICO/USMC;

IRS Action Officer Training

How do I know when I have a tas


Inbox - Microsoft Outlook
File Edit View Go Tools Actions Help
Reply Reply to All Forward Send and Receive Find Organize
Messages
Outlook Short...
Inbox
Outlook Today
Inbox (2)
Calendar
Contacts
Tasks
Journal
Notes
Deleted Items (15)
My Shortcuts
Other Shortcuts
From
Subject
Received
Size
Renie E Elliott/RFC/HQMC/USMC@HQMC
New PBD #600 on Legislative Proposals - Draft
Mon 09/27/1999 9:53 AM
32 KB
Jeffrey D Odell/RFC/HQMC/USMC@HQMC
New IRS Tasker
Mon 09/27/1999 7:58 AM
4 KB
It is requested that you review the PBDs attached at the doclink below. After reviewing the PBD, please click the flash report button and indicate whether or not you desire to reclama. Should you decide to reclama an issue, you will need to create a tasker and assign a topic. To create a tasker, follow these steps:
1) Enter the doclink below (or the inquiry form from an IRS View)
2) Switch to the edit mode
3) Review the inquiry and highlight that portion you wish to task out
4) Click the "Create Tasker" button
5) Click the "Topic" button and either scroll or text search for your topic
6) Save and Release the tasker
Note: Each reclama requires a separate tasker.
Inquiry Number: 9909270930
Please use the doclink to open the Inquiry....
USMC Inquiry Response System
Magic Doc-links
841 Items, 2 Unread
Start
Workspace at Office - Lot...
Inbox - Microsoft Outl...
Microsoft PowerPoint - [IR...
Paint Shop Pro
10:19 AM

How to I check the status of tas



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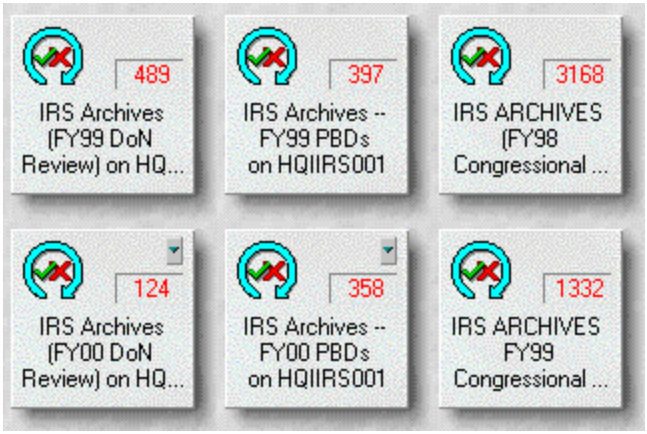
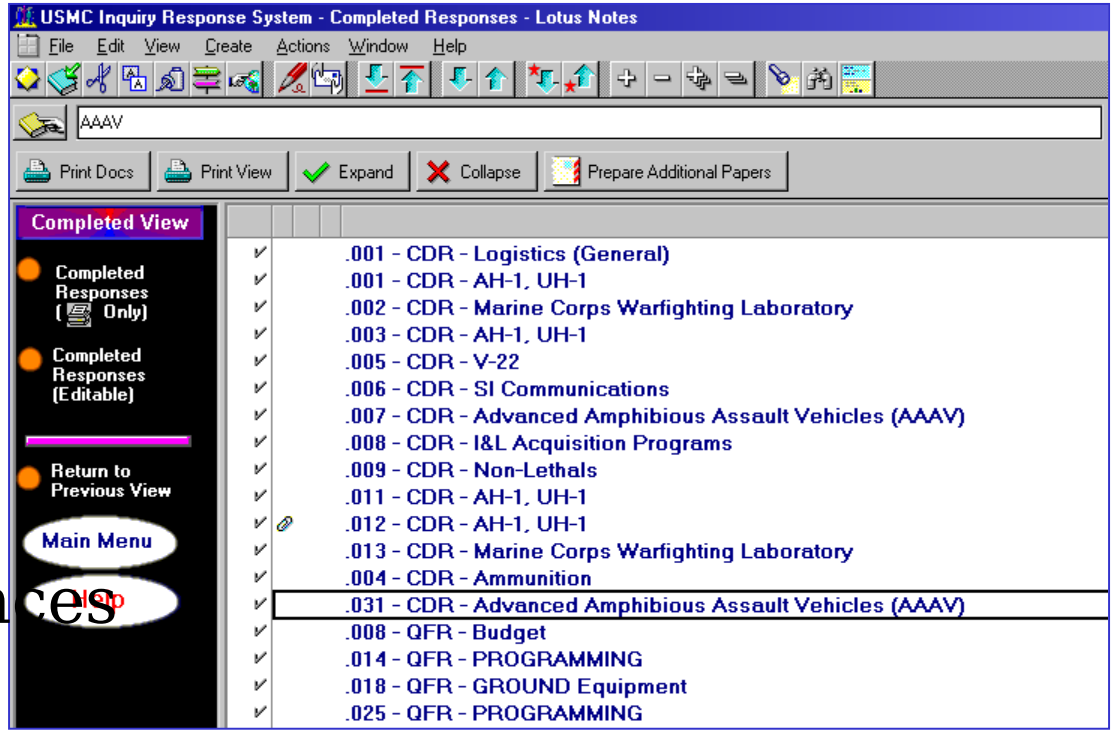
Where can I find previous IRS ans




USMC Inquiry Response System - Completed Responses - Lotus Notes
File Edit View Create Actions Window Help
AAAV
Print Docs
Print View
Expand
Collapse
Prepare Additional Papers
Completed View
Completed Responses (Only)
Completed Responses (Editable)
Return to Previous View
Main Menu
Help
.001 - CDR - Logistics (General)
.001 - CDR - AH-1, UH-1
.002 - CDR - Marine Corps Warfighting Laboratory
.003 - CDR - AH-1, UH-1
.005 - CDR - V-22
.006 - CDR - SI Communications
.007 - CDR - Advanced Amphibious Assault Vehicles (AAAV)
.008 - CDR - I&L Acquisition Programs
.009 - CDR - Non-Lethals
.011 - CDR - AH-1, UH-1
.012 - CDR - AH-1, UH-1
.013 - CDR - Marine Corps Warfighting Laboratory
.004 - CDR - Ammunition
.031 - CDR - Advanced Amphibious Assault Vehicles (AAAV)
.008 - QFR - Budget
.014 - QFR - PROGRAMMING
.018 - QFR - GROUND Equipment
.025 - QFR - PROGRAMMING

Previous year's references are available.

Databases are searchable

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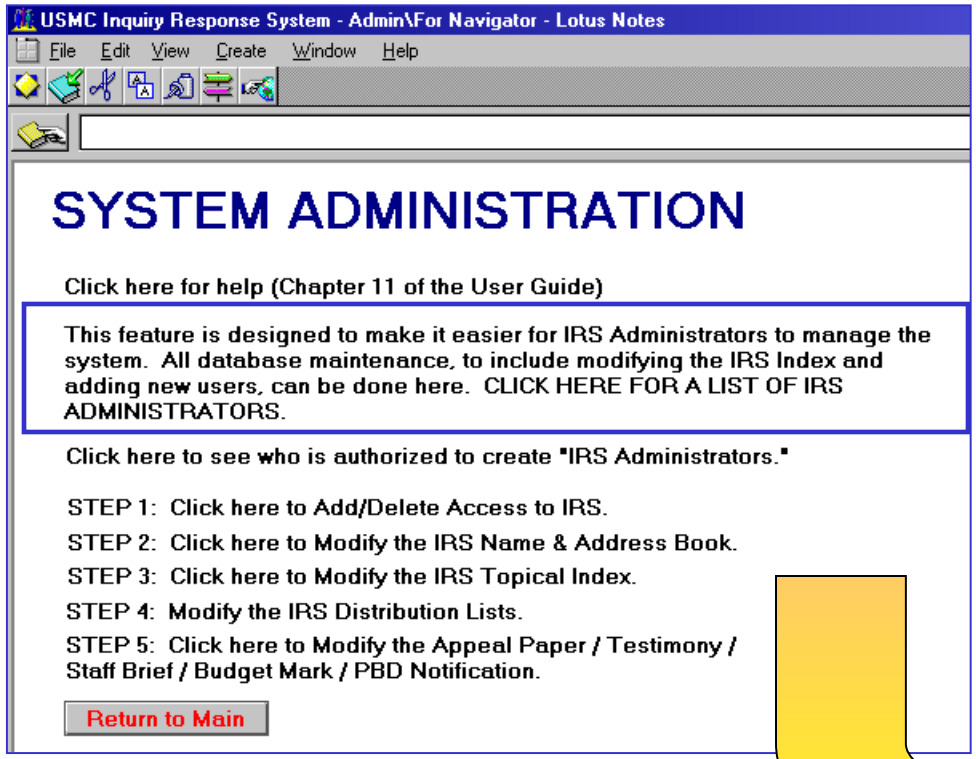
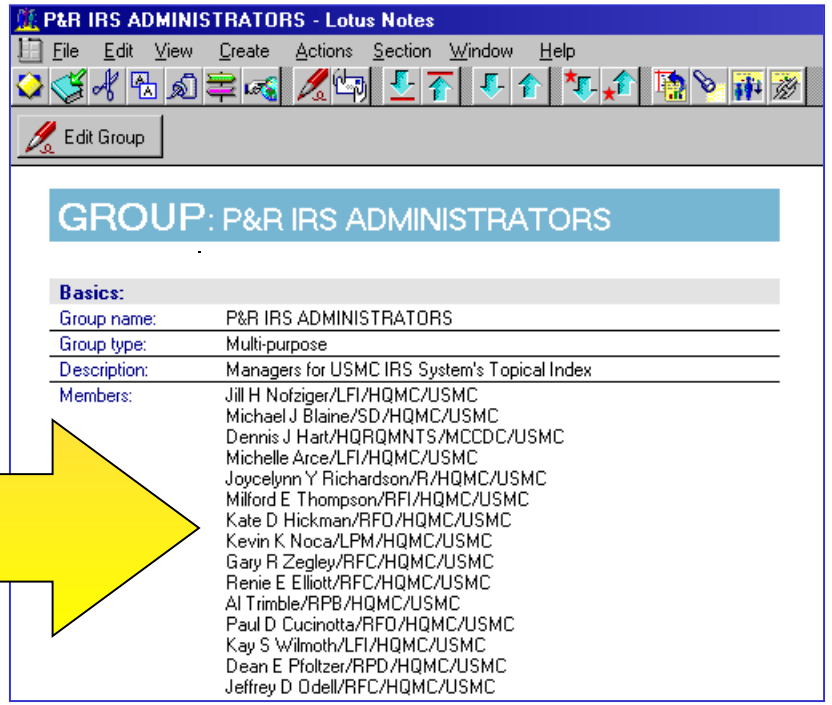
Who do I call when I'm having trou


USMC Inquiry Response System - Admin\For Navigator - Lotus Notes
File Edit View Create Window Help
SYSTEM ADMINISTRATION
Click here for help (Chapter 11 of the User Guide)
This feature is designed to make it easier for IRS Administrators to manage the system. All database maintenance, to include modifying the IRS Index and adding new users, can be done here. CLICK HERE FOR A LIST OF IRS ADMINISTRATORS.
Click here to see who is authorized to create "IRS Administrators."
STEP 1: Click here to Add/Delete Access to IRS.
STEP 2: Click here to Modify the IRS Name & Address Book.
STEP 3: Click here to Modify the IRS Topical Index.
STEP 4: Modify the IRS Distribution Lists.
STEP 5: Click here to Modify the Appeal Paper / Testimony / Staff Brief / Budget Mark / PBD Notification.
Return to Main

First...

Ask the Department expe



Any Questions?